



**IMPORTANT NOTICE: A \$25 FILING FEE MUST ACCOMPANY THIS APPEAL, WITHIN THE DEADLINE REFERENCED BY THE BILL.**

Checks should be made payable to: **City of Milwaukee** and a copy of the bill should be included with your appeal

**IMPORTANT NOTICE FOR CUSTOMERS PAYING BY CHECK**

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

**IF THE CHARGES HAVE ALREADY APPEARED ON YOUR TAX BILL, THIS APPEAL CANNOT BE FILED**

**PLEASE READ CAREFULLY:**

This Board may only determine if the City Department followed proper administrative procedures. It cannot hear appeals as to whether a Building Order is valid or not (those must be appealed to the Standards and Appeals Commission).

**TO:** Administrative Review Board of Appeals  
City Hall, Rm. 205  
200 E. Wells St.  
Milwaukee, WI 53202  
(414) 286-2231

**DATE:** 1/15/24

**RE:** 1659 N. 46<sup>th</sup> St., Milwaukee, WI  
(Address of property in question) 53186

Under ch. 68, Wis. Stats., s. 320-11 of the Milwaukee Code of Ordinances, this is a written petition for appeal and hearing.

I am appealing the administrative procedure followed by Dept. of Public Works - Operations Division  
(Name of City Department)

Amount of the charges \$ \$297<sup>93</sup>

Charge relative to: Tree trimming/alley encroachment

I feel the City's procedure was improper due to the following reasons and I have attached any supporting evidence, including city employee's names/dates which I spoke to regarding this issue and copies of any city orders received:

On Oct. 12, 2023, I received a notice from the city dated 9/27/23 stating that tree limbs needed to be removed from the back alley. I placed a call to the Unified Call Center at 286-2489 for more clarification. (414-514-8415) my at N. 46<sup>th</sup>  
Two days later, Tim Riley (property manager) went to the back alley and removed tree limbs and vegetation back to the property line. He put the branches in a pile in our parking lot to be removed with his pick up truck a few days later. In fact, Cindy Cobb who is a neighbor in the back alley area called me to tell me about the pile of branches. Two weeks later, I got a notice dated Nov. 7, 2023, saying \$297<sup>93</sup> is due for violation of ordinance No. 116-55. I tried calling but was told I needed to file an appeal. Bottom line, we trimmed tree limbs & bushes & were

[Signature]  
Signature

Krista Jacobson  
Name (please print)

803 N. Ponderosa Dr.  
Hertland, WI 53029  
Mailing address and zip code

414-688-3885  
Daytime phone numbers

Kristal.jacobson@yahoo.com  
E-Mail Address(s)

*(fined too. Plus most of the brush was not even on our property but the school next door.)*

*(414) 331-3085*



Department of Public Works - Operations Division  
 Zeidler Municipal Building - 841 N. Broadway, Room 620 - Milwaukee, WI 53202  
 TELEPHONE: 414-286-CITY (2489)

Make check payable to the City of Milwaukee. Check payments must be payable in U.S. dollars and be drawn on a U.S. bank. Payment receipt is only valid after check payment clears all banks.  
 When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

November 01, 2023

KRISTA L JACOBSON  
 803 N PONDEROSA DR  
 HARTLAND, WI 53029

Record ID: **PWCF-23-07930**  
 Violation: **Row Encroachment**  
 Address: **1059 N 46TH ST 6**  
 Taxkey: **3860672100**  
 Notice Date: **09/26/2023**  
 Amount Due: **297.93**

Your property has been found in violation of City of Milwaukee Ordinance No. 116-55, overhanging branches, and 116-56, special assessment for trimming.

**\$297.93 is now due. Future violations of this ordinance will result in escalating fees.**

**Pay Online**

(Credit /Debit Card or E-Check)  
[milwaukee.gov/dpwpayment](http://milwaukee.gov/dpwpayment)  
 Enter the Record ID # found on the coupon below.

**Pay In Person**

(Cash or Check only)  
 Present coupon below with payment during normal working hours:  
 OFFICE OF THE CITY TREASURER  
 AT CITY HALL  
 200 E WELLS ST

**Pay by Mail**

(Check or Money Order only)  
 Send coupon below with check or money order to:  
 OFFICE OF THE CITY TREASURER  
 200 E WELLS ST  
 MILWAUKEE, WI 53202

If not paid within 30 days, an additional \$10 administrative fee will be incurred and added to your next property tax bill. If you fail to pay the full amount of your property tax bill, including the special assessments and charges, your property will be eligible for in rem tax foreclosure action by the City of Milwaukee under Section 75.521, Wisconsin State Statutes, or you may be subject to a personal civil action by the City of Milwaukee under Section 74.53, Wisconsin State Statutes.

To appeal these charges, print the appeal application available online at [milwaukee.gov/appealform](http://milwaukee.gov/appealform). You may also request an appeal application by calling (414) 286-CITY(2489). Return the appeal application along with the \$25 appeal filing fee to the Administrative Review Appeals Board, 200 E Wells St, Rm 205, within one hundred and twenty (120) days of the date of this letter.

By law, written notification to property owners/tenants in violation of this ordinance is not required. As a courtesy, a notice was posted on your property (unless that property is a vacant lot) for compliance. To sign up for email notifications of Forestry and Sanitation Services property violations; visit [milwaukee.gov/enotify](http://milwaukee.gov/enotify) and subscribe to location based service notifications.

Please detach and return with payment for City of Milwaukee DPW Row Encroachment Charge

Bill To KRISTA L JACOBSON  
 803 N PONDEROSA DR  
 HARTLAND, WI 53029

Record ID PWCF-23-07930

Make Checks Payable To **City of Milwaukee**

Amount Due \$297.93

Mail To **Office of the City of Treasurer  
 PO Box 514062  
 Milwaukee, WI 53203-3462**

In person payments can be made at:  
**Office of the City of the Treasurer  
 City Hall, Room 103  
 200 E Wells Street**

4800024334000000023000000029793000030793050100079308

**STREET / SIDEWALK / ENCROACHMENT  
FIELD INVESTIGATION REPORT  
CITY OF MILWAUKEE  
Department of Public Works – Forestry Division**

Property Owner  
Or Agent: Krista L. Jacobson  
803 N Ponderosa Dr  
Harland WI, 53029

In accordance with Sections 116-56 of the Milwaukee Code of Ordinances,  
the property at: 1059 N 46th St  
(Address of encroachment)

having Tax Key No. 3860672100, was inspected and the following was noted:

Encroachment – City Right of Way

- Street Encroachment
- Sidewalk Encroachment
- Alley Encroachment

What is Encroaching?

- Tree Limbs
- Shrubs
- Vegetation

*In order to achieve compliance, the following must be completed within 15 days:*

- Prune or remove all vegetation back to the property line and/or to a height of no less than 14 ft. directly above alley or street pavement.
- Prune or remove all vegetation back to the property line and/or to a height of no less than 8 ft. directly above the sidewalk pavement.

(Additional Notes)

**\*\* All encroachments must be removed to comply with the above stated city ordinances. \*\***  
Please refer to the enclosed diagram for required clearances.

<div style="text-align: right; margin-bottom: 10px;">Map <span style="border: 1px solid black; padding: 2px;">1071</span></div> <div style="border: 1px solid black; padding: 10px; min-height: 150px;"> <div style="text-align: center; font-size: 24px; margin-bottom: 10px;">7059</div> <div style="text-align: center; font-size: 24px; margin-bottom: 10px;">N</div> <div style="text-align: center; font-size: 24px; margin-bottom: 10px;">46th St</div> <div style="text-align: center; margin-top: 10px; border: 1px solid black; padding: 2px;">School</div> <div style="position: absolute; left: -40px; top: 50%; transform: translateY(-50%); font-size: 18px;">Alley</div> <div style="position: absolute; right: -40px; top: 50%; transform: translateY(-50%); font-size: 18px;">N 46th St</div> </div>	<p>District _____ Section # <u>386</u></p> <p>Service Request # <u>07930</u></p> <p>Inspection Date <u>9/25/23</u></p> <p>Inspector <u>ER</u></p> <hr/> <p>Encroachment Record # _____</p> <p>Compliance Check Date <u>10-16-23</u></p> <p>Compliance? NO Done By Owner</p> <p>Completion Date _____</p>
NW rev2018	

## Receipt of ARBA Fee

Date:	1/19/24
Received Of:	Krista Jacobson
Property at:	1059 N. 46th St.
Received By:	LME
Check # (If Applicable):	2998
Amount:	\$25.00

CITY OF MILWAUKEE  
2024 JAN 19 P 2:55  
CITY CLERK'S OFFICE